

Legal Notice for Request for Proposals (RFP)
Senior Transportation Program Services and Senior Nutrition Program Services
in Southwest Washington

The Area Agency on Aging and Disabilities of Southwest Washington (AAADSW) is designated by the State of Washington as the Area Agency on Aging to serve Clark, Cowlitz, Wahkiakum, Klickitat and Skamania Counties. As the area agency on aging, AAADSW plans, advocates for, develops, coordinates and supports a comprehensive service delivery system in the region for persons who are 60 years of age or older, persons with disabilities who are 18 years of age or older, and caregivers of aging and/or disabled persons. These programs are among the services overseen by AAADSW (see our web site at www.HelpingElders.org).

RFP Announcements: AAADSW will contract with one or more successful bidders to provide Senior Transportation Services and/or Senior Nutrition Program Services in one or more of four Southwest Washington service areas – (1) Clark County, (2) Cowlitz and Wahkiakum Counties, (3) Klickitat County and (4) Skamania County – from January 1, 2014 through December 31, 2014. After the initial year, contracts may be renewed annually for an additional three years depending on funding and contractor performance. General information about each program is provided below.

- **Transportation Services:** AAADSW announces the opportunity for eligible applicants to submit a proposal to provide (1) Regular Specialized and/or (2) Volunteer Transportation services. Regular Specialized Transportation is the transport of passengers using provider-owned vehicles utilizing special equipment when necessary to accommodate individuals with limited physical mobility. Volunteer Transportation Services is the transport of passengers using privately-owned vehicles. Drivers are volunteers, generally reimbursed for expenses incurred. Volunteer services may be used along with or as an alternative to regular specialized transportation. Transportation services are designed to transport adults aged 60 and older to and from medical and health care services, social services, meal programs, senior centers, shopping and recreational activities making such activities and services are accessible to eligible individuals who have no other means of transportation. Personal assistance and specialized equipment, such as a wheelchair lift for clients with limited physical mobility, is often required for some passengers.
- **Nutrition Services:** AAADSW announces the opportunity for eligible applicants to submit a proposal to provide Senior Nutrition Program services in Southwest Washington. The Senior Nutrition Program delivers congregate and home-delivered meals to adults aged 60 and older and to other eligible individuals. These meals are provided in a variety of settings such as senior and community centers, churches, and individual residences; and must contain at least one-third of the U.S. daily recommended dietary allowances. Service providers must also ensure access to a range of additional services such as nutrition screening, assessment, education, and outreach and referral.

Eligibility: Eligible applicants must be a verifiable legal public or private entity, hold a valid Washington State Business License, and have three (3) years of experience for the services to be provided (transportation or nutrition). Applicants must also comply with all applicable local, state, and federal laws, and AAADSW policies. Organizations that have been debarred, suspended, proposed for debarment, declared ineligible or excluded from participating in a contract by any Federal or Washington State agency will not be considered. Fiscal and management references will be requested.

In addition, entities responding to the Transportation RFP must meet minimum standards for vehicle equipment and maintenance, driver screening and training, insurance and licensing. Those responding to the Nutrition RFP must demonstrate experience and capability to provide all aspects of senior nutrition services such as food services management, targeted outreach, facility and equipment management,

program and human resource management, fundraising, volunteer development, and community nutrition education. Applicants must demonstrate sufficient working capital and fiscal administrative capability.

Mandatory requirements to apply (RFP Packets): Entities interested in either the transportation RFP or the Nutrition RFP must request a RFP packet, which details the application process. Such requests may be made by email, mail, special carrier, or by coming to the AAADSW office (faxed requests will not be considered). Because of our limited staff resources, we ask that you please not make telephone inquiries (opportunities for submitting questions will be described in the RFP packets).

To receive the mandatory RFP packet by email, please send a request specifying either a “Senior Transportation RFP” or a “Senior Nutrition RFP” to:

AAADSWcontracts@dshs.wa.gov

You may also obtain the RFP packet by mailing a request for “Senior Transportation RFP” or for a “Senior Nutrition RFP” to the following address (please be sure to include your current return mailing address or alternate method of contacting you):

Area Agency on Aging and Disabilities
of Southwest Washington
Attn: Nellya Zornes, AAADSW Contracts Group
201 NE 73rd Street, Suite 201
Vancouver, WA 98665

Deadlines: Interested entities must request the mandatory RFP packet by the following deadlines below in order to be considered (**requests received after the deadlines will not be considered**).

- **Requests for the Transportation RFP** packet must be received by AAADSW no later than **5:00 PM on August 14, 2013 (requests received after this date and time will not be considered)**.
- **Requests for the Nutrition RFP** packet must be received by AAADSW no later than **5:00 PM on August 21, 2013 (requests received after this date and time will not be considered)**.

AAADSW is an Equal Opportunity Agency
Women-owned, Minority-owned and Veteran-owned businesses are encouraged to apply.